

**BOARD OF BAR EXAMINERS
OF THE DELAWARE SUPREME COURT**

CARVEL STATE OFFICE BUILDING
820 NORTH FRENCH STREET
11TH FLOOR
WILMINGTON, DELAWARE 19801
(302) 577-7038
FAX: (302) 577-7037

MEMORANDUM

TO: DELAWARE BAR APPLICANT
FROM: SARAH ARNOLD
RE: APPLICATION TO TAKE THE DELAWARE BAR EXAMINATION

Enclosed is an Application for Admission to the Delaware Bar together with a copy of the Rules of the Board of Bar Examiners and clerkship schedule.

*The Application and all documents required to be submitted in connection with it must be filed with the Board, accompanied by the non-refundable filing fee, on or before April 15. If your completed application and all required documents are submitted on or before March 15th the filing fee is \$500.00. If your application and required documents are submitted after March 15th but on or before April 15th the filing fee is \$600.00. **The filing fee for both deadlines must be paid by certified check or other form of guaranteed payment or your application may be declined.** The filing fees are not refundable or transferable to future years.*

Be sure to comply with page 4 and submit the required documents as instructed. If you are having any documents sent directly to the Board from various institutions, please follow the instructions on the Certificate of Completeness by indicating which documents are not enclosed, the reason for the omission and the expected date that you will forward them to the Board.

If you fail to submit your application with the required documents (including photos, transcripts, law school applications, certificates of good standing, etc.), the Board may determine that you have failed to submit a completed application. If the Board accepts your application but is required to photocopy portions of the application or required documents, you will be charged a \$3.00 per page copying and processing fee.

Please complete a self addressed return postcard to enable the Board to provide you with an immediate confirmation acknowledging the receipt of your application. If you do not complete a postcard, the Board will send a letter of confirmation to you within two weeks after the filing deadline. We are unable to confirm the receipt of your application over the telephone.

Character & Fitness Investigations will only be conducted for those applicants who pass the bar examination. If you achieve a passing score on the exam, you will be contacted in October or November directly by a member of the Character and Fitness Committee of the Board of Bar Examiners to schedule an appointment for your interview. Please note that each member conducts interviews according to the member's own schedule: therefore, please do not be alarmed if other applicants have interviews before or after you. The Board will attempt to complete the investigations in enough time for you to be included in the December Admission Ceremony. However, in order for your investigation to be conducted, your application must be complete. Therefore, you must take all necessary steps to ensure that your application is complete by July 1st. If your application is not complete by this date, it will delay your investigation. All hearings relating to character and fitness issues will be held after the examination results are posted. Please refer to Board Rule 7 which outlines your responsibility to update your application up until the time of your admission.

Any requests for special accommodations must be made in accordance with Rule 15.

For an additional \$100 fee, we will be offering the use of ExamSoft . This will allow applicants to take the exam on their own personal laptop computers. Payment for this service is made directly to ExamSoft. The deadline for signing up is June 1st.

Hand deliveries can be made Monday-Friday between the hours of 9:00 a.m. and 4:30 p.m., including the filing of your application. If you need assistance and I am not in the office or unavailable, please leave a message on my voice mail. I will return your call as soon as possible. You may also email me at sarah.arnold@state.de.us

If you have any questions, please feel free to call me.